

CITY OF MARLBOROUGH

Marlborough, MA 01752

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

The City of Marlborough is seeking to fill the full time (35 hours) position of Administrative Assistant in the Human Resources Department.

Posting Number:	AA#22-16	Date Posted:	May 2, 2022
Weekly Hours:	35 Hours/Week	FLSA:	Non-Exempt
Hiring Rate:	\$24.35/hr.	Bargaining Unit:	Non-Union
Step Rate:	\$24.35-\$27.42/hr.	Location:	City Hall, 140 Main Street

The Administrative Assistant position is responsible for performing highly responsible administrative and support services for the Human Resources Office. Oversees daily human resources responsibilities including coordination of the City's Workmen's Compensation program; maintains personnel records; department bills, FMLA leaves and assists with on boarding and exiting paperwork. This position performs complex and confidential human resources functions in a busy fast-paced environment and requires considerable exercise of judgment and initiative, as well as knowledge of relevant City and State laws.

To see the full job description: [HR Administrative Assistant](#)

Please forward cover letter and resume to:
hrjobs@marlborough-ma.gov

Position Open Until Filled